

Research Publication Ethics Committee Operational Code

Established 2018. 7. 11 . (Issue 145)

Article 1 (Purpose) This code has the purpose of regulating the organisation and management of Research Publication Ethics Committee (hereinafter referred to as 'Committee') formed to perform the corporate bylaws Article 4 Section 1 of the Korean Association of External Quality Assessment Service Corporation.

Article 2 (Range of Applicability) All management of the committee, excluding those that are separately decided, shall be in accordance with these regulations.

Article 3 (Organisation) ① Chairman of the Committee (hereinafter referred to as 'Chairman') shall be appointed by the President of the Association.

② The Committee shall be comprised of six or fewer people. Chief Editor (Head of Publication) and Academic Director shall be ex officio members appointed by the President of the Association.

③ The Chairman shall nominate one person each out of the members for the Vice-chairman and Assistant Administrator positions.

④ Following the opinion of the Committee, the Chairman shall commission a separate expert member or consultant (external).

Article 4 (Opening of Meetings and Decisions) ① The Opening of a Committee meeting shall occur with the attendance of a majority of registered members, and decisions shall be made with the agreement of a majority of attending members.

② The Chairman shall call for and become the Speaker of the Committee meeting.

③ When requested by the President of the Association or more than 1/3 of registered members, or deemed necessary by the Chairman, the Chairman shall call for a Committee meeting.

④ A Committee meeting shall open with the attendance of a majority of registered members, and decisions shall be made with the agreement of a majority of attending members. However, Power of Attorney shall be counted

towards attendance for the establishment of the Committee but shall not be given voting power.

⑤ Committee member related to the research being investigated shall not have voting power.

⑥ When deemed necessary by the Committee, related persons shall be called to attend opinion hearings.

⑦ Meetings shall be private in principle.

Article 5 (Term Limit) ① The term of a Committee member is three years and may be consecutively served. The term of an ex-facto member shall be the length of incumbency of the corresponding role.

② The term of a member in office when vacancies and additions are made shall be the remaining term of his or her predecessor and other members.

Article 6 (Roles) ① The Committee shall review and vote on the each of the following items relating to the research ethics of the members of this association.

1. Matters concerning the establishment of research ethics
2. Matters concerning the prevention and investigation of research misconduct
3. Matters concerning the protection of informants and maintenance of secrecy
4. Matters concerning the verification of research ethics violations, processing of verification results, and follow-up measures
5. Matters concerning the recovery of the reputation of the investigated person
6. Other matters submitted by the Chairman

Article 7 (Authority and Responsibility) ① The Committee can request the informer, suspect, or witness to attend and submit data during the course of the investigation.

② It can be assumed that the investigated person has admitted to the charges if he or she refuses to appear or submit data without a justifiable reason.

③ The Committee may take significant measures to prevent the destruction, damage, concealment, or tampering with of research records or evidence.

④ Committee members must observe the confidentiality of all matters related to the examination.

Article 8 (Receipt of Misconduct Reports) ① The informer shall report this to the Head or President of the Committee if there is any suspicion of misconduct mentioned in the scope of research misconduct.

② The methods of reporting are not limited and anonymous reports must also be received.

③ If the disclosure of a name is made on the report, the recipient shall take all possible measures to prevent disclosure of the informer's identity and contact information. This is with regard to misconduct that occurred more than five years prior to the receipt of the report in principle, but this is not applicable if the following item applies and the report is received and processed, even if the misconduct occurred more than five years prior.

1. In the case that an investigated person directly reused results to plan, apply for research funds for, conduct, report, or present the results of a follow-up study within five years

2. In the case that there is a danger or threat to public welfare or safety

Article 9 (Procedure of Misconduct Investigation) ① The procedure for the verification of misconduct shall be carried out in the stages of preliminary investigation, main investigation, and judgment.

② A preliminary investigation is a procedure to determine whether the suspicion of misconduct is to be investigated and is conducted by the Chairman of the Research Publication Ethics Committee. The investigation shall be commenced within 30 days from the date of receipt of the report or recognition of misconduct.

③ In the case that the investigated person admits to all misconduct as a result of the preliminary investigation, judgment can be made immediately without the main investigation procedure.

④ In the case that the decision from the preliminary investigation is to not carry out the main investigation, the informer shall be given a detailed explanation in a document within 10 days of the decision. This is not the case, however, for anonymous reports.

⑤ Main investigation refers to a procedure to verify the misconduct and must proceed by forming the Research Publication Ethics Committee.

⑥ The Committee should give the informer and the investigated person the opportunity to make a statement and raise objections and excuses before confirming the results of the main investigation. If a party does not comply,

no objection shall be assumed.

⑦ Judgment refers to the procedure for confirming the results of the main investigation and informing the informer and investigated person of the results in a document. Ultimately, the results are reported in the form of an investigation results report. All investigation schedules from start to judgment shall be terminated within six months.

⑧ However, if the investigation is deemed difficult within this period, the Chairman may report to the President and extend the investigation period.

⑨ Investigators shall be careful to not unjustly violate the honour or rights of the investigated person during the verification process, and suspicions about misconduct should not be disclosed to the public until the judgment is confirmed.

Article 10 (Storing of Investigation Results) ① The association must keep all records of the investigation process for at least five years in the form of voice, video, or document. The investigation results report and list of investigation committee members can be disclosed after the decision is made.

② However, a list of investigators, witnesses, references, or advisors may not be disclosed if there is a possibility of causing significant harm to the party.

Article 11 (Disciplinary Actions) ① The Committee shall make a final decision on whether to take disciplinary actions and the content of the disciplinary action against members who violate the ethics regulations, then report to the President.

② In the Committee, members who violate the ethics of this society may face the following disciplinary actions.

1. In the event of a one-time violation of research ethics regulations, a warning notice on the matter shall be issued and a one-year ban will be placed on publication in this journal.

2. In the event of a subsequent violation of research ethics regulations, membership in this association shall be forfeited and contribution to this journal shall be permanently prohibited. In addition, related organisations, such as the Korean Association of Medical Journal Editors (KAMJE), shall be notified of the violation details.

Article 12 (Payment of Expenses and Others) □ Attending members and staff of the Committee may be provided

with necessary expenses, such as pay and travel expenses. However, travel expenses shall be paid in accordance with the association's 'Rules on Travel'.

Article 13 (Supplementary Rules) Matters not specified in these regulations shall be determined in the Operation Committee after deliberation by the Committee.

Supplementary Provisions (2018. 7. 11 (Issue 145))

(Date of Enforcement) These regulations shall be enforced from the date of approval by the Board of Directors.
These regulations shall be enforced from 11 July 2018.